



U.S. General Services Administration



GENERAL SERVICES ADMINISTRATION
Federal Supply Service



Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage! a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.

**FEDERAL SUPPLY SCHEDULE 541 .
ADVERTISING & INTEGRATED MARKETING
SOLUTIONS (AIMS)**

**Special Item No. (SIN) 541-4D/4DRC:
CONFERENCE EVENTS AND TRADESHOW PLANNING SERVICES**

Contract No.: GS-07F-0210U

Contract Period: FEBRUARY 07, 2008 THROUGH FEBRUARY 06, 2013

Business Size: Small

CONFERENCEDIRECT, LLC

**6300 WILSHIRE BOULEVARD
LOS ANGELES, CA 90048**

Telephone: (323) 655-3848 FAX: (323) 655-3849
www.conferencedirect.com

Prices Shown Herein are Net (Discount Deducted)
For more information on ordering from Federal Supply Schedules,
click on the FSS Schedules button at <http://www.fss.gsa.gov>

CUSTOMER INFORMATION

1a. Awarded Special Item Number(s): SIN 541-4D/541-4DRC, Conference Events and Tradeshow Planning Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. SIN 541-4D/4DRC Conference Management (hourly) \$84.00

2. Maximum Order*: \$1,000,000

3. Minimum Order: None

4. Geographic Coverage (Delivery Area): 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC and U.S. Territories.

5. Point(s) of production (city, county, and State or foreign country): Los Angeles, CA

6. Discount from list prices or statement of net price: Applicable discount applies to items from price list accepted as the basis of award.

7. Quantity discounts: None Offered

8. Prompt payment terms: 1/4 of 1%-20 days; Net 30

9. a Government Purchase Cards are accepted at or below the micro purchase threshold.

9.b Government Purchase Cards are accepted above the micro purchase threshold

10. Foreign items (list items by country of origin): None.

11a. Time of Delivery: Negotiated at the task level

11b. Expedited Delivery: Negotiated at the task level

11c. Overnight and 2-Day Delivery: Negotiated at the task level

11d. Urgent Requirements: Agencies can Contact contractor's representative to possibly affect faster delivery

12. FOB Point: Destination.

13. Ordering address: Same as company address (see front page).

14. Payment address: Same as company address (see front page).

15. Warranty provision: Contractor's Standard Commercial Warranty.

16. Export packing charges, if applicable: N/A.

17. Terms and conditions of Government credit card acceptance (any thresholds above the micropurchase level): Contact Contractor.

18. Terms and conditions of rental, maintenance, and repair: N/A.

19. Terms and conditions of installation: N/A.

20. Terms and conditions of repair parts: N/A.

20a. Terms and conditions for any other services: N/A.

21. List of service and distribution points: N/A.

22. List of participating dealers: N/A.

23. Preventive maintenance: N/A.

24a. Environmental attributes, e.g., Recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. Section 508 compliance for EIT: N/A

25. Data Universal Number System (DUNS) number: 078906489.

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registration valid until 08/23/2008; CAGE Code 37QJ7

* If the "best value" selection places your order over the Maximum Order, identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may offer (1) a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.



ABOUT CONFERENCEDIRECT,LLC

ConferenceDirect, LLC was established in 1998 as a full service meeting planning solution provider, from site selection to meeting management and everything in between. Our associates have an average of over 10 years professional experience, many as Certified Meeting Planners. Services are provided throughout the U.S. and Canada.

ConferenceDirect has successfully handled the logistical needs of customer events with up to 10,000 participants as well as hundreds of smaller events with as few as 50 participants. ConferenceDirect has over 600 clients, representing over 5,200 events annually. Our approach is to handle each event with a detailed, customized approach to improve our clients capabilities through planning, attaining measurable cost savings, executing plans to completion and most importantly, anticipating the needs of our clients and their conference attendees.

With ConferenceDirect working as part of your team, your event will run seamlessly and you'll be able to focus on what you do best. Our single most important objective is to exceed your expectations



PRICING

Special Item Number	Task Category	Price (with IFF)
541-4D/4DRC	Conference Management	\$ 84.00 per hour
541-4D/4DRC	Conference Management	\$604.50 per day
541-4D/4DRC	Room Sourcing	\$110.80 per hour

Conference Management

ConferenceDirect utilizes industry relationships to market, propose, secure, contract and facilitate meeting planning services as an independent contractor. Additional responsibilities include responsibility for part or all aspects of planning a meeting or special event for an organization. This includes but is not limited to event budget creation/management, contracting suppliers and vendors, organizing meeting facility logistics, managing food and beverage needs, and the onsite execution of the meeting or event.

A ConferenceDirect conference manager has either a CMP (Certified Meeting Professional) designation or 10 years experience as a Convention Services Manager and/or Meeting Planner.

Room Sourcing

ConferenceDirect assists customers with site selection and hotel contract negotiation. Additional responsibilities include determining customer need for additional services in areas such as on-site conference management, exhibit requirements, destination management, production/decorating, housing/registration and other conference related services.

Room Sourcing services include:

- Hotel Searches – ConferenceDirect researches and recommends the right hotel or venue product, at the right price for the client’s program. In order to do this, we obtain the appropriate event information i.e. requested destination, budget requirement, pattern requirements, dates, meeting specifications and conference management requirements from our client. This information is used by ConferenceDirect in developing the qualified hotels and venues to be searched. The search is performed electronically through our intranet site which contains thousands of hotels within our data base that fits the customer specific requirements.
- Contract Negotiation – ConferenceDirect processes over 5,200 event contracts annually which gives us valuable market intelligence of hotels rate parameters. In addition, ConferenceDirect has pre-negotiated hotel contract terms with the major hotel chains, i.e. Hilton Hotels, Starwood Hotels, Four Seasons and Marriott Hotels which are designed to limit our customer liability as a result of the volume of business we represent to these vendors.
- Maintain Relationships – We take all the appropriate steps, using ConferenceDirect tools and resources, to show value to our customers so they will have a high level of customer satisfaction.